



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

February 20, 2015

Kimberly Kemp
610 Gable Street
Waterloo, IA 50703

Dear Child Care Provider,

This letter is in regards to the January 28, 2015 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

When I arrived for your spot check you had 2 adults in your home who have not been record checked nor approved to be in your childcare home during operating hours. In addition to the 2 adults they had 5 children with them. These children count in the number of children that you had in your home resulting in you being over numbers when I arrived. The ages of these children were reported by you as being: 2, 4, 4, 5 years and 9 months of age. In addition to the "four child care" children that were present that were: 14 months, 19 months, 3 and 2 years of age. This was a total of 9 preschool age children. The 2 adults and 5 children left shortly after my arrival and while completing the spot check 6 more children arrived that are: 8, 2, 2, 3, 3, 4, 4. This put your total at 10 kids, 1 school age and 9 preschool/infants. You have indicated that all of your children are full-time and none are part time (other than the school age child).

As a child care provider operating a business you need to keep in mind rules and regulations that you need to comply with to maintain your registration. Your childcare parents have a right to know who is around their children and that appropriate record checks have been completed on any adults present in your childcare home.

If you are found to be out of compliance in either of these areas again it can be grounds for revocation of your registration.

☐ 110.4 No more children are in care than the rules for the specific category will allow.

No more children are in care than the rules for the specific category will allow. Ten (10) kids were in care: 1 school age and 9 infant / preschool. I gave you

forms to help you identify the appropriate numbers of children by age and category.

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.

You were unable to locate this information. I have provided you with the form, you will need to complete and keep it posted or readily available.

☐ 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

You were unable to locate your first aid kit. You will need to locate and ensure you have adequate supplies in it. I gave you a list of suggested items to be included in your first aid kit.

☐ 110.5(1)g Safety barriers are at stairways and doors as needed.

Needs a safety gate at the second entrance to the kitchen which leads directly to the stove, was not gated but provider did put in place while I was there.

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

Needs to post one at secondary entrance – back door.

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

Provider was unable to locate 2014 documentation and had not completed for January yet.

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Provider was unable to locate documentation. Need to document each monthly and keep readily available for inspection.

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov.

No sign was posted at back entrance. Provider had sign; needs to post.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every three years thereafter.

Need for staff assistant: Kalaziah

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

This was missing from 10 children's files

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Missing from 4 children's files

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

Missing from 1 child's file

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

Missing from 1 child's file

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

Missing from 1 child's file

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

Missing from 1 child's file

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Missing in 10 of the children's files

☐ 110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

☐ 110.9(1)a Not more than six preschool children present at any one time including infants.

When I arrived there were 9 preschool children including infants. Five (5) children left shortly after I arrived; then six (6) children arrived of which five (5) of which were preschool age including infants. You were given Child Development Home Capacity Chard and Child Development Home Capacity Worksheet with Explanations to assist you with remaining in compliance as a Category B provider.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration.

Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.

☒ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at 319-292-2360 if you have any questions regarding this letter.

Sincerely,

Patricia Smart
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 319-233-0804.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf and you can sign up for training at <http://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).